

Quick Reference Guide (QRG)

Entering/Revising Budget Data in GME LEAs/External Users





Last Revised: May 17, 2018



User Role Requirements

- LEA Business Manager: initiates and edits Funding Application
- LEA [Funding Application] Role: edits Funding Application, but the Funding Application must already
 be at "Draft Started" status (this needs to be done by the LEA Business Manager)
- **LEA User Access Administrator**: assigns the proper GME roles; users who are unable to work with Completion Reports should check with this individual to ensure the correct role has been assigned.

Entering Budget Data

 Application status must be Draft Started or Revisions Started (only the LEA Business Manager can change the status to Draft Started)



Object Code

6100 - Salaries

6400 - Services

6600 - Supplies

6200 - Employee Benefits

6300 - Purchased Professional Services

6500 - Other Purchased Services



Select Budget and you should see the Modify links for each object code.

Budget By Function Codes

Modify

Modify

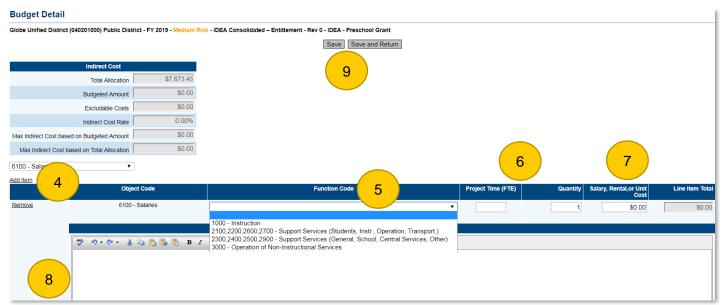
Modify

Modify

Modify

Modify

- 3. Click on Modify for the object code you want to enter data.
- 4. Select Add Item to enter your data.
- 5. Enter the Function Code.
- 6. Leave the Project Time blank and keep Quantity at 1.
- 7. Enter the Salary, Rental, or Unit Cost.
- 8. Enter descriptive comments on the Narrative Description related to the Function Code.
- 9. Select Save and repeat Steps 4 8 to add another item. Otherwise, select Save and Return to go back to the Budget page.



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Need Assistance?

Grants Management System (GME)	Passwords/ADEConnect Support
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